

CATERER'S INFORMATION:

Any caterer is welcome to work at Glenview Mansion, however, the caterer is responsible to provide proper insurance, a copy of their operating license and any other permits associated with use of the facility. It is the client's responsibility to obtain these items from the caterer. The City of Rockville will not be responsible for issues arising as a result of renters utilizing non-insured, non-licensed food providers. For your convenience, Glenview provides a list of caterers with experience at the Mansion.

HEATING AND WARMING:

The kitchen of Glenview Mansion is licensed for heating and warming only, so there is absolutely **NO COOKING** permitted. Frying or preparing food in any way that extends beyond heating and warming is not permitted. Pasta may be boiled fresh on the top of the stove. Open flame food containers or equipment that promotes "Cook-to Order" are strictly prohibited. Chafing dishes are acceptable. Approval to accommodate outdoor grills will be made on a case-by-case basis. Check with the staff at Glenview for a determination.

HEATING, WARMING, AND COLD STORAGE EQUIPMENT:

Hobart:	2-cabinet refrigerator
Traulsen:	Upright Freezer
AltoShaam:	Electric warming cabinet
Hobart:	Standard range with 6-hotplate burners (oven rack is 22"x25")
Hobart:	1 and 3 compartment sinks with food disposals and spray nozzles
Hobart:	Commercial Microwave Oven
Fetco:	Commercial Coffee Maker (brews two 75-cup urns)

FOOD DISPLAYS:

Food must be served buffet-style or at stations in the Dining Room. The passing of hors d'oeuvres is acceptable. Small cold stations are permitted in certain areas of the Glenview Mansion upon approval.

BAR TABLE / BEVERAGE STATIONS:

Bar tables / beverage stations are permitted inside only in front of the fountain in the Arcade porch – no exceptions. Bar table / beverage stations are also permitted on the side porch and terrace areas, weather permitting.

Red-dyed beverages such as red wine, cranberry juice, red punches and grape juice **are not permitted** in Glenview Mansion or anywhere on the surrounding grounds.

TABLES AVAILABLE FOR FOOD DISPLAYS:

8 – (6'x30")	buffet/bar tables with 30" drop
6 – (6'x18")	buffet/bar tables with 30" drop
8 – (48")	buffet round tables with 30" drop
6 – (60")	buffet round tables with 30" drop
6	Crescent buffet tables with 30" drop
2 – (60")	Half-round buffet tables with 30" drop
6 – (22"wx42"h)	Hightop pedestal cocktail tables

The following equipment located in various areas of Glenview Mansion is available for use.

1 – Oval Table located in the living room (66"x48" closed; 114"x48" extended)

1 – Drop Leaf table located in the living room (2'2"x3'11" with a 30" drop)

4 – Round tables in the Arcade area (3' in diameter)

There are 65 stackable chairs stored in the Conservatory closet that may be used for clusters of chairs throughout the Glenview Mansion. It is the client or caterer's duty to set up clusters of chairs. The chairs must be returned to the Conservatory closet at the end of the event.

CLIENT / CATERER / AUXILIARY SERVICES RESPONSIBILITIES:

The renter is responsible to ensure that the caterer and all auxiliary services are aware of and follow the rules and regulations for Glenview Mansion. Additional rules may apply; all rental activity must be approved through the Glenview Mansion office before or during the final walk through.

- ▽ All auxiliary services, including caterers, must adhere to the contracted hours. Early in or late out times are not permitted.
- ▽ A catering supervisor must be present throughout the event. Caterers must retain enough manpower to clean up properly at the end of the contracted event.
- ▽ Caterer's equipment must be delivered and removed **within the contracted hours only**. The City of Rockville is not responsible for items dropped off early or items left behind after an event.
- ▽ The caterer is responsible for providing all tablecloths, ice, utensils, foils, wraps and containers. All food must be removed at the end of the event.
- ▽ The caterer is responsible for cleaning the kitchen areas after use. Attention should be given to appliances, sinks, tabletops, counter tops and food disposal. The caterer is responsible for sweeping and mopping the kitchen floors and cleaning all other areas of the kitchen and bar areas utilized during the event. The caterer must clear all rooms and areas of cups, plates, utensils, napkins and any other items provided during the event.
- ▽ The caterer must remove all trash to the dumpster behind the Mansion. Recycle bins are available for use during the event.
- ▽ The caterer is responsible for setting up and tearing down the porch and terrace tables and chairs (if applicable to the event).
- ▽ Tables and chairs in Glenview stock are to be used only on the attached porches.
- ▽ No rearrangement of house furniture or gallery exhibition work is permitted.
- ▽ Votive candles, floating candles and one-piece hurricane lamps are allowed. Tapered candles, candlesticks or open flames are not permitted.
- ▽ No smoking in Glenview Mansion. There are smoking urns on the outside porches.
- ▽ Note: On Saturday, there are usually two, back-to-back events scheduled; one event from 10am-5pm and the other event 6pm-1am. Between 5pm-6pm our staff cleans, sets-up and prepares for the next event. Therefore, the evening rental client, caterer and auxiliary services are not permitted to enter the building until the time indicated on the contract. Please be considerate of our staff, as they are instructed not to allow anyone to enter prior to the contracted time.
- ▽ The client and caterer will be required to sign an exception form for any occurrence that is not expected based on the final walk through sheet provided to social host.
- ▽ The client and the caterer will be required to sign in upon arrival at Glenview Mansion and sign out upon departure.
- ▽ Charges may apply to any client/caterer/auxiliary service that does not abide by the rules and regulations of the Glenview Mansion.
- ▽ Any damages caused by a caterer, guest, subcontractor or the client during the rental period will result in the client being held liable. The City of Rockville will utilize the security deposit and charge additional fees if deemed necessary to compensate for the loss.